

Office of Executive Inspector General  
Deputy Inspector General – Investigations  
Position Description

Posting Date: May 13, 2011  
Posting Close Date: Open until position is filled  
Salary Range: \$4,167.00 to \$7,917.00 Monthly

The individual filling this position will report directly to the Director of Investigations of the Office of Executive Inspector General (OEIG) and will also be subject to direction from the Chief of Staff & General Counsel, First Deputy Inspector General and the Executive Inspector General.

The Deputy Inspector General – Investigations will have complete oversight of attorneys, supervisors, investigators and administrative staff assigned to Investigations. Responsible for ensuring that investigative and legal subordinates conduct high-quality, timely and thorough investigations and that administrative staff completes assignments as required. Ensures investigative and legal reports are well-written, accurate, concise, thorough, timely and of published quality. Leads, plans, controls, organizes, directs, guides, mentors, motivates and coaches attorneys and investigators to drive optimal productivity, consistency, timeliness and appropriate prioritization of assignments.

1. Responsible for the development of sound investigative plans and sets priorities as required on all assigned investigations. Conducts regular team and individual meetings with staff to provide open communications of agency directives and objectives.
2. Manages all activities of the investigators and attorneys to assess strategy and ensure proper application of OEIG policies, federal and state laws, statutes, and procedures for all investigations.
3. Reviews, edits and approves operational and metric reports, including, but not limited to, monthly overage reports, investigative status reports and case logs of assigned and completed investigations, which measure progress of goals and objectives. Responsible for and assists with mandatory external data reporting.
4. Responsible for, through supervisory staff, timely, efficient and effective investigations. May conduct and/or assist staff with the interviews of subjects, targets, witnesses, and various other parties regarding information verification and/or corroboration. Ensures that investigations are conducted in a timely, thorough, and complete manner.
5. Reviews and edits final reports prepared by attorneys and ensures that reports are objective, timely and sound in legal judgment based on investigative findings.
6. Keeps current on agency and state policies, rules, regulations, laws, and statutes.
7. Responsible for optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments. Oversees the activities of employees through the supervisory staff to ensure a singular commitment to the goals and objectives of the OEIG.
8. Assigns work, establishes individual and program objectives, prepares performance evaluations on staff and provides feedback on performance. Establishes and implements corrective action plans, imposes discipline as necessary; manages and addresses grievance process; reallocates resources to maintain optimal operational efficiency; evaluates the progress of the professional staff development, encouraging development via on-the-job cross training, seminars, university and other professional learning experiences and independent study.

9. Collaborates with senior management in the development, implementation, and review of investigative and legal policies and strategies, guidelines, and best practices and in the design, implementation, and management of quality assurance standards as needed.
10. Interacts with OEIG staff and other agencies, boards, and commissions under the jurisdiction of the Governor, investigatory entities within each agency, auditors, the Attorney General's Office, the Executive Ethics Commission, and various law enforcement agencies in order to ensure professional cooperation and investigatory efforts.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Director of Investigations

SUBORDINATE POSITIONS: Supervising Investigator, Assistant Inspectors General (attorneys), Investigators, Paralegals and Administrative staff.

REQUIREMENTS: Requires graduation from an accredited law school and licensure to practice law in the State of Illinois; requires a minimum of five (5) years of experience as an attorney including experience addressing ethical, criminal or employment issues or equivalent experience; requires excellent interpersonal, analytical, research, writing and communication skills; demonstrated ability to manage multiple concurrent projects; requires high ethical standards; required to work with sensitive and confidential materials. A minimum of four (4) years of prior progressive supervisory experience is desirable. May travel in the course of work including overnight travel.

Demonstrated ability to exercise independent judgment and make sound business decisions effectively. Requires excellent verbal/written communication and presentation skills with the ability to interact professionally with others; ability to deal with ambiguous situations and issues; strong organizational skills and the flexibility to work independently as well as in a team environment. Ability to effectively lead, coach and develop an investigations team toward achieving results.

POSITION INFORMATION AND LOCATION: This is an exempt position with the OEIG a non-code state agency. The position is located in our Chicago office at 32 W. Randolph.

#### **HOW TO APPLY:**

Visit our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov). Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact: Wendy Washington, Director of Human Resources - 312.814.1789.

**The OEIG is an Equal Opportunity Employer**